2025-2026 Central Office Administrator/Director Assignments

	Judy O'Meara Acting Superintendent of Schools	**Jessica L. Kuckel** Assistant Superintendent of Schools	**Pauline Goetz** Human Resources Coordinator	**(Vacant)** Director of Finance and Operations
Direct Reports	• Assistant Superintendent • Executive Assistant to the Superintendent • Director of Educational Operations (Facilities) • Director of Pupil Services and Special Education • School Principals • Director of Finance and Operations	• Director of Pupil Services and Special Education (w/Superintendent) • School Principals (w/Superintendent) • Instructional Technology Coordinator • District Multilingual Learner Coordinator	• Human Resources Executive Assistant	• Assistant Director of Finance and Operations • Human Resources Coordinator
Assignments	• CEO of District • Evaluation of Assistant Superintendent • Evaluation of Executive Assistant to the Superintendent • Evaluation of Administrators in concert with Assistant Superintendent • Evaluation of Directors • School Safety • District Budget • Interview, hiring of new staff	• Educational programs and services for the district • Curriculum development, budgeting, and implementation • Professional development and training for all staff • Grant funding for Title I, II, III, IV and Esser II, ARPA and Perkins • Scientific Research-based Interventions • Interviewing and hiring of instructional staff • TEAM • Systems of evaluation for all staff • Evaluations of Principals and Executive Assistant • Negotiations	• Benefits administration • FMLA/LOA • Staff Leave Administration System • Workers Comp • Unemployment claims • Negotiations • Non-union contracts • Recruiting and onboarding • Employee records • Job descriptions • Employee changes • Quarterly Personnel Report for BOE • HR Website	• BOE Budget • Annual Audit • Submit EFS • Review all purchase orders and invoices • Quarterly taxes • Review 1099s • Produce W2s and file to the appropriate tax units • 1095 / ACA Reporting • Self-billing for life insurance • Prepare Budget transfers • Present Monthly Financials at BOE Budget Finance meeting • Bargain insurance / RFPs • Employee Set Up in Munis • Process all employee changes in Munis • Evaluation of Assistant Director of Finance and Operations • Evaluation of Human Resources Coordinator

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State / Federal Reporting	• Approvals of all	• Profile and Performance Report (PPR) narratives • Educator Evaluation Data Collection (EEDC) • ED 205	• Non-certified staff collection • Occupational Injury and Illness Report • EEO-5 • EDS • ED 165	• Healthy food certification • CSDE ED012 • W2 • 1095 • EFS

	Alyssa Butova Executive Assistant to the Superintendent	**Barbara Sousa** Human Resources Executive Assistant	**Alexis Cook** Assistant Director of Finance & Operations	**Lauryn Lizana** Payroll Associate	**Suzie Clark** Accounts Payable Associate
Assignments	• Office Manager • Anticipate needs of Superintendent/CO • Schedule meetings, calendar • Develop School Year calendars / Calendar Committee • Communication/News Announcements (Press Releases, BOE, Memoranda, Press Calls, Superintendent, et al.) • Liaison between Central Office, BOE, families, students, Town departments, CPS Staff and public • FOI Requests • Prepare and post all documents, agendas and minutes associated with the BOE Meetings and BOE Committee Meetings • Smores Newsletter	• Maintain job postings • Provide vacancy updates • New hire onboarding • Separation/Resignation Processing • Internal Transfers • Substitutes • Volunteer 1 processing and approvals • Employee DCF background checks • Employer verifications (EEV) • Create and maintain employee files • Process employee information • Volunteer 2/Intern applications and onboarding • Recordkeeping for Student Teachers • Union seniority list maintenance	• BOE Budget assistance • EFS data preparation • Salary analysis after each payroll • Review all stipend payments • Grant drawdowns in EGMS & journal entries • Complete grant expenditure reports • MOE for IDEA Grant • Excess Cost for IDEA Grant • Reclass grant funded employees • SPED & Tuition billing, accounts receivable and journal entries • Student Activity account reconciliation in Munis • PTO account	• Verify hours worked in Red Rover • Enter payroll hours into Munis & payroll balance spreadsheet • Balance all payroll reports to verify accuracy • Process payroll • Print payroll checks • Review payroll financial reports & distribute to the Town • Transmit employee EFT files to the financial institutions • Keep track of stipend payments and verify accuracy • Submit State and Federal payroll taxes • Submit union dues monthly for multiple bargaining units • Submit employee	• Ensure accurate and timely payment of all invoices • Transmit vendor (EFT) files to the Financial Institutions • Process all purchase orders for district • Process tax-exempt certificates for vendors • Process purchase order change orders • Process a monthly check run for Cafeteria invoices • Prepare, update, and maintain utilities spreadsheets for district • Deposit funds & enter journal entries • Process credit applications • Create, research, and distribute open purchase order lists for

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	• Adverse weather communication (District, families and TV stations) • Convocation and District events • New Teacher Academy • Non-resident tuition agreements • Prepare, update and maintain District contact lists • Processing and tracking purchasing for BOE • Processing and tracking purchasing for Superintendent • Processing and tracking purchasing for Legal • Maintain records for District Leadership Council • Badges • Residency Issues • LexisNexis • Maintain & update Curriculum documents • Manage staff professional development • District ParentSquare • Track and coordinate curriculum work • Assist with teacher evaluation/Maintain District evaluation cycles • Management within EGMS and reconciliation of grants • Processing and tracking purchasing for curriculum • Processing and tracking purchasing for IT • Processing and tracking	• Reasonable Assurance Letter • Creditable Coverage Notice • VOYA • PPI • Stipends • Assignment Letters • Forms updates • HR Website • GCN Training • Primary source for employee inquiries	reconciliation in Munis • Cafeteria financials and journal entries • Cash postings from schools and MPP journal entries • Create Monthly Financial Reports for BOE Budget Finance meeting • Quarterly Revenue Report for BOE Budget Finance meeting • Medicaid Cost Report • Quarterly Salary reports for Medicaid claiming services • Gather and submit information for auditors • Out of District Magnet School Students budget & tracking • Employee insurance cost share review of deduction codes and amounts • Quarterly TRB Subsidy Reporting • Ensure compliance with collective bargaining agreements • Accounts Receivable • Process Budget Transfers & Adjustments	garnishment payments • Process monthly TRB submission • Submit 403b contributions to OMNI and enter journal entry • Submit 457 contributions to Voya • Create payroll calendars • Schedule HSA payments • Research & resolve any payroll questions that arise • Load and maintain employee accruals according to contracts in Munis and Red Rover • Enter salaried employee accrual usage into Munis • Maintain contract benefit comparison spreadsheet • Update & maintain salary, longevity, and deduction information in Munis • Process and keep track of W-9s & add new vendors into Munis • Maintain vendor database • Complete employment verification forms • Maintain spreadsheet for employee life insurance billing	all schools • Research, print, and submit files to Federal and State for 1099's

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	purchasing for Perkins, Title I, Title II, Title III, Title IV, Right to Read ● Posting Teaching and Learning information on district website ● Assist the Assistant Superintendent with personnel matters ● Assist accountant with Out Of District/ Magnet School/ Tuition billing ● Homeschool ● Supply ordering for Central Office ● Social Media oversight		● Salary calculations for employees out on leave ● Void lost and destroyed AP checks ● Research and process ACH returns for AP & Payroll ● Oversee & Evaluate Payroll Associate ● Oversee & Evaluate Accounts Payable Associate	● Reconcile student activity bank accounts ● Keep track of State and Federal tax payments for 941 reporting ● Keep track of retiree insurance payments ● Create salary calculations for salaried employees when necessary ● Match Accounts Payable checks with invoices	
State / Federal Reporting	● Assist HR with ED 165 ● Yearly ED 205 Report ● Report funding for state and federal grants ● Maintain EGMS for grant funds		● EFS ● ED141 ● Final Grant Expenditure and Project End Reporting in eGMS ● SNP Claim Reporting		● 1099 reporting